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# Office Memorandum

• UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 26 November 1952

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 21 - 26 November 1952

## I. Outstanding Achievements

1. None.

## II. Developmental Plans

1. Project 51-3, Summer Seminar on the Near East. A summary of the comments on cover and security submitted in the general evaluation of the course has been completed, and will be forwarded to [REDACTED] 25X1A9a [REDACTED]. A general over-all summary evaluation of the Summer Seminar is in process.
2. Project 52-18, Training for New Personnel. Draft of CIA Regulation on training for new professional personnel being revised in line with comments of the CIA Career Service Board.
3. Project 52-19, Revision of CIA Regulation [REDACTED] Draft of last section 25X1A (procedure) of CIA Regulation [REDACTED] in process. Will be coordinated with 25X1A [REDACTED] before transferral to DD/TR(G). 25X1A9a
4. Project 52-22, Chinese Language Project. In process.
5. Project 52-37, Collection and Source Exploitation Manual. Writing continues. Three chapters out of a presently projected total of six have been drafted. Thermoprints or duplicate originals of all material to be reproduced in these chapters or in the corresponding sections of the appendix have been acquired and are being incorporated into the copy as rapidly as it is typed.
6. Project 52-42, Commo Training Requirement. Project completed.
7. Project 52-43, Agency Training Requirements. In process.
8. Project 52-53, Swedish-English Dictionary. At a meeting on 24 November with Messrs. Cole and Sollenberger of State and [REDACTED] of the Personnel Pool, arrangements were made to carry out the project in the Personnel Pool in order to support State in the preparation for publication of a Swedish-English dictionary. The supervisor of the project, Mr. Janse, is being checked by security before the project is actually undertaken. 25X1A9a
9. Project 52-55, [REDACTED] Field Exchange Program. A meeting was held with representatives of Personnel, OTR, and [REDACTED] to discuss a draft 25X1A12 of administrative instructions to Agency participants in the program. The draft prepared by Personnel was not in all respects consistent with [REDACTED] administrative policies. It was also not consistent with Agency policy established for the purpose of [REDACTED] into the 25X1C4a

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The Office of Personnel has agreed to redraft its paper in accordance with suggestions [REDACTED] 5X1A12  
representatives and to accomplish coordination of the draft within the Agency prior to transmittal [REDACTED] for approval. 25X1A12

10. Project 52-56, Survey of TR(G) Requirements for Audio-Visual Aids. Completed.
11. Project 52-58, OTR Regulation 70. In suspense.
12. Project 52-59, Training for Provisionally-Cleared Personnel. In process.
13. Project 52-61, Agency Participation in FSI Training Programs. In process.
14. Project 52-63, Proposed Message From DCI. In process of drafting a revised version of the proposed message from the DCI prepared by S. J. Grogan, for use as a training film in the BIC.
15. Project 52-65, Administrative Training Program of the Civil Service Commission. [REDACTED] visited the CSC to determine the conditions under which Agency participation in the administrative training program could be conducted. Subsequent to this meeting, a meeting was held between [REDACTED] to work out OTR responsibility in administering Agency participation in the program. It was agreed that the Programs Division would be administratively responsible for processing Agency personnel nominations to the Commission, that the Chief, Management Training Division, would be substantively responsible for supervising the trainees in the program and for sitting on the inter-departmental committee which processes and selects candidates. No departmental quotas are established. Each of the 20 trainee positions provided for are highly competitive without respect to the Agency from which the personnel have been nominated. It was learned from CSC that individuals selected for this program may spend their entire in-service training period in this Agency, or part-time in the Agency and part-time in some other department of the government, such as the Bureau of the Budget, or could spend their full time in another government agency.
16. Project 52-66, Medical Office Training Requirements. See memo 25%b at the record dated 25 November 1952.
17. [REDACTED]

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18. Project 52-36, Language Reference Materials. At a meeting conducted by the AD/IC, it was concluded that a survey would be initiated to identify reserve contracts being let for the development of language reference materials by the Agency and by other governmental agencies in the IAC complex and that a survey of existing language reference materials would be undertaken in accordance with priorities by language and by nature of the reference materials as a basis for determining requirements for developmental projects which have priority needs for the Agency. Further, that meeting of interested representatives of the various IAC agencies would be called to explain the Agency plan for dealing with this problem and concurrence with the proposed Agency action obtained and a channel of near communication between inter-departmental personnel concerned established. The OTR in support of the above decisions is committed to producing the terms of reference for the survey of existing language reference materials.

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